

SECTION 1 GENERAL INFORMATION

1.1 AUTHORITY

- 1.11 Approval
- 1.12 Scope and Intent
- 1.13 Variances
- 1.14 Changes to These Standards

1.2 GENERAL

- 1.21 Pre-Design Conference
- 1.22 Plans
- 1.23 Construction
- 1.24 Inspection
- 1.25 Final Acceptance
- 1.26 Maintenance
- 1.27 Transfer of Private Ownership
- 1.28 Property Ownership
- 1.29 Time Period of Approved Plans
- 1.30 Testing

SECTION 1 GENERAL INFORMATION

1.1 AUTHORITY

1.11 Approval

These design standards are accepted and approved by the City Commission.

1.12 Scope and Intent

It is intended for these Development Procedures to establish minimum engineering requirements for projects submitted to the City. The development procedures will apply to all development and construction projects, both public and private, within the jurisdiction of the City of Leesburg.

1.13 Variances

Under extreme conditions with specific applications, the following procedures and policies may be altered to meet certain conditions that are beyond the control of the developer and provided such deviations or alterations are acceptable to the City. Final decisions concerning such alterations shall be made by the City Director of Environmental Services, and/or the Director of Public Works.

1.14 Changes to These Standards

Changes to these standards may be made by the City Director of Environmental Services and/or the Director of Public Works as deemed necessary to improve/maintain the integrity of the City utility systems.

1.2 GENERAL

The developer and his engineer are reminded that all water, reuse and sewer system components must be flood proofed against the 100 year flood occurrence and against inflow and infiltration.

1.21 Pre-Design Conference

A pre-design conference between the owner, his engineer and the City shall be required to be held prior to submittal of construction plans.

1.22 Plans

A) Submission

- 1) All construction plans submitted to the City for review and approval shall bear the seal and signature of the Florida Registered Professional Engineer responsible for the project. The address and telephone number of this person shall be shown along with the signature.
- 2) Six sets of plans and specifications shall be submitted for approval to the City. Two approved sets shall be returned to the Engineer for the construction of the project.

B) Assembly

1) Sheet Size

The standard size sheet for construction plans submitted to the City for approval shall be 24" X 36". Worksheets and data sheets used in preliminary design work and reviews are not limited to any size, except that which is convenient to handle.

2) Items of Construction Required

The developer shall provide as appropriate water, sanitary sewers, reuse systems, roadways and stormwater management areas, and all other necessary improvements in accordance with City specifications, standards and policies.

C) Utility Coordination

It shall be up to the developer to coordinate all utilities within his development.

D) City Standards and Specifications

Copies of City standards and specifications may be obtained from the Environmental Services Department or online at www.ci.leesburg.fl.us.

1.23 Construction

A) Start

1) Notification

The City shall be notified in writing of the proposed date of the beginning of construction of the water, sanitary sewer, reuse, roadway, and stormwater facilities. Any time that work is to stop for a period of time in excess of two (2) working days, the City shall be notified of such interruption.

2) Pre-Construction Conference

A pre-construction conference shall be held at least two (2) days before the commencement of construction. The developer shall be responsible for arranging this conference with the City.

(a) Required insurance certificates will be provided by the developer to the City when work involves City property, Right-of-Way, or easements.

B) Completion

1) As-Built Drawings

Within two weeks following final inspection, the developer shall submit Record Drawings in accordance with Section 1.25 below.

2) Certificates of Compliance

Certificates of compliance with the specifications furnished by the material

supplier shall be submitted on all materials used in the completion of this work.

C) Off-Site Pollution Protection

It will be the developer's responsibility to provide downstream siltation protection during construction. In the event such protection is inadequate, it will be the developer's responsibility to remove any downstream siltation prior to the time of final inspection.

1.24 Inspection

A) Periodic

The City will periodically visit the project site to make a visual inspection of the progress of the work and methods of construction. Upon observation of work not done in accordance with the plans and specifications, the City will notify the developer's contractor, and request that necessary corrections be made or tests performed to assure compliance with the specifications, at no cost to the City.

All projects shall be subject to inspection during and upon completion of construction by an authorized representative of the City. Presence or absence of an inspector during the construction does not relieve the Owner and/or Contractor from adherence to the approved plans and specifications.

The work shall at all times be subject to inspection by authorized representatives of the City, and materials and/or workmanship found not meeting the requirements of approved plans and specifications shall be immediately brought into conformance with said plans and specifications.

An authorized representative of the City shall make final inspection of the project after completion to determine acceptability of the work. Before this final inspection can be made, the Owner/Contractor shall notify the City in writing that the work has been completed in accordance with the approved plans and specifications.

B) Final

The City shall be notified in writing when the project is complete. Upon receiving a written request for final inspection of the completed work, the representatives of the City, together with the representatives of other interested agencies, shall perform the final inspection within two weeks of the receipt of the request.

C) Changes

All field changes to previously approved construction plans shall be in accordance with these specifications and approved by the City prior to implementation.

1.25 Final Acceptance

When facilities qualify as public facilities, the City will accept ownership of the completed facilities when the work has passed the final inspection, proper acquisition documents are completed, and acceptable Record Drawings are submitted to the City. The Record Drawings shall be completed by the Engineer of Record for the project and shall show final locations of sewer lines, manholes, valves, fittings, manhole rim and invert elevations, water

mains, reuse mains, air release valves, and all other pertinent information related to the utility system. Service line location and measurement shall be from the next downstream manhole with an indication of the length of service and depth of the end of service. For sewer service lines not located perpendicular to the main, locate the end of the service from two property corners.

Final acceptance by the City will be made in writing upon satisfactory completion of the project, including final inspection and submittal of the following documents:

1. One (1) Mylar set of Record Drawings, signed and sealed
2. Three (3) Print sets of Record Drawings, signed and sealed
3. One (1) compact disc containing the Record Drawings, in AUTOCAD 14 or higher format
4. Certifications of Completion from all Regulatory Agencies (i.e. Florida Department of Environmental Protection, St. Johns River Water Management District, Florida Department of Transportation, etc.)
5. Recorded easement documents
6. Maintenance Bond in the amount of 10% or all contributed assets, with a duration of 2 years. Maintenance Bond to be accompanied by a letter prepared by the Engineer or Record documenting the Bond amount.
7. Copies of all approved Testing Results (i.e. Pressure Test, Air Test, Lamping, Mandrel, Densities/Compaction, VHS copy of sanitary sewer videotape, etc.)
8. Results of Bacteriological Sampling on water lines

Final acceptance by the City will be made in writing upon satisfactory completion of the project, including all items above. The Owner/Contractor shall warranty the work for a period of one year from the date of final acceptance and shall immediately correct any deficiencies in the work due to materials and/or workmanship which occur during the warranty period. The date of final acceptance shall be the date on which the Owner/Contractor has fulfilled all conditions necessary for final acceptance.

1.26 Maintenance

All items or systems must be designed in such a manner to minimize future maintenance. A two year warranty on all work shall be furnished to the City at the time of final acceptance, along with all warranties and manufacturers' manuals for all items to be maintained by the City. In addition, all submersible pumps shall be warranted for a period of five years. Warranties shall be extended by six months from the date of any repair to a warranted items. All disturbed earthen areas shall be seeded and mulched or sodded prior to acceptance. The City shall be provided five year warranties on all pumps, motors, electrical panels, etc. by the manufacturer prior to final acceptance by the City.

1.27 Transfer of Private Ownership

When transfer of private facilities to public ownership takes place, all such private facilities shall be brought up to the current City standards at no cost to the City insofar as construction and maintenance are concerned, before the City will accept such facilities. The City is to be furnished copies of all approvals; permits, certificates of completion, etc., to or from completion, etc., to or from other agencies such as Lake County, Florida Department of Environmental Protection, St. Johns River Water Management District, Florida Department of Transportation, railroads, etc., before proceeding with construction. Proof of satisfactory completion of water and sewer facilities, positive water bacteriological tests, and submission of quit claim deeds, bills of sale, prior and current permits, warranties, manufacturers manuals, and a two year maintenance bond shall be furnished to the City

prior to acceptance.

1.28 Property Ownership

All facilities to be owned or maintained by the City shall be located on City property, within City right-of-way or on easements dedicated to the City for the uses intended.

1.29 Time Period of Approved Plans

Plans shall be valid for construction for a period of one year from the date of City approval only. All items not under construction within one years of the approval date shall require a new approval prior to the commencement off construction.

1.30 Testing

It shall be the Contractor's responsibility to provide the necessary equipment and personnel for all inspections and testing, including televising the sanitary sewer laterals. This shall include all safety equipment necessary to meet OSHA requirements. Inspections will be cancelled if proper testing or safety equipment is not on site and readily available at the time of the inspection.

Access to the work shall be provided by the Contractor for all required inspections. In cases where the Contractor has proceeded with work which the City had requested to inspect or witness without said requested inspection, the Contractor shall bear all costs associated with uncovering, retesting, additional testing, or any other means necessary to provide physical evidence as to the acceptability of the work performed by the Contractor. Such costs shall be the responsibility of the Contractor regardless of whether or not the work is found to be defective or acceptable to the City.

(Reserved)